



OSSE LEA LOOK-FORWARD: May 9, 2013—May 16, 2013 Key Events, Announcements, Updates and Deadlines

Division of Specialized Education

NEW! OSSE Releases Proposed Special Education Part B Policies for Public Comment

The Office of the State Superintendent of Education (OSSE), Division of Specialized Education (DSE), will hold public hearings to discuss the following proposed state policies entitled: “Individualized Education Program (IEP) Implementation for Transfer Students Policy,” “Specialized Transportation Policy,” “Individualized Education Program (IEP) Amendment Policy,” “Confidentiality of Student Information Policy,” and the “Individuals with Disabilities Education Act (IDEA) Part B Grant Eligibility and Administration Hearing Process Policy.”

The proposed policies will be posted for a 60 day public comment period commencing Friday, May 3, 2013 and closing Tuesday, July 2, 2013. Two public hearings will be held. The first hearing is scheduled for May 21, 2013 from 3:00 – 5:00pm. The second and final hearing is scheduled for May 28, 2013 from 5:00 – 7:00pm. All comments received by 5:00pm Tuesday, July 2, 2013 will be considered. To review the proposed policies and public hearing notice, please select the following link: <http://osse.dc.gov/service/policies-and-regulations>.

NEW! Special Education Data System (SEDS) Fix- Fax Barcodes

In response to LEA questions about faxing, and in an effort to improve faxing reliability, OSSE released an adjustment to the fax barcodes on May 3, 2013. With this change, we expect to see an increase in the number of faxes that are successfully received in SEDS. For additional assistance with faxing, please contact the OSSE Call Center at 202-719-6500 or at OSSE.CallCenter@dc.gov.

NEW! Partnership for Assessment of Readiness for College and Careers (PARCC) Draft Manual: LEA Feedback Requested

The draft *PARCC Accommodations Manual* is a comprehensive policy document that will support local educators in the selection, administration, and evaluation of accommodations for the assessment of students with disabilities (SWDs) and English learners (EL) on the PARCC End-of-Year, Performance-Based, and Mid-Year assessment components. The draft PARCC Accommodations Manual is available for public comment through May 13th.

The public review period allows for feedback from a wide group of stakeholders, including K-12 educators, parents, curriculum and assessment experts and interest groups. From April 18 through May 13, 2013, the draft *PARCC Accommodations Manual* and a feedback survey will be posted on the PARCC website for the public to provide feedback, along with a set of Frequently Asked Questions (<http://www.parcconline.org/parcc-draft-accommodations-manual>). Please take a moment and provide your feedback, and please forward to other DC educators. Feedback will be reviewed by PARCC state leads, working group members and other national experts and revisions will be made accordingly.



Division of Specialized Education (Continued)

Reminder! Special Education Quality Review (SEQR) Tool Release

The OSSE developed the SEQR to support LEAs and schools in further understanding what it means to provide quality special education services and maintain compliance with the federal IDEA and local law. This web-based self-assessment tool, to be used by schools and LEAs, is designed to assess school-level programs for students with disabilities (SWDs) on selected quality indicators and to identify improvements needed to achieve best practice standards.

We are very pleased to announce that the SEQR is ready for interactive use. In the upcoming weeks, representatives from AIR will be reaching out to each LEA's Head of School to provide a login and password to access the tool. Should you have any questions, please feel free to contact the OSSE DSE at (202) 741-0478.

Reminder! Final LEA 2012-2013 Quarterly Special Education Meeting- May 15, 2013

OSSE's Division of Specialized Education is hosting a LEA Special Education meeting. The meeting will be held on Wednesday, May 15, 2013 from 1 to 2:30 p.m., and will take place via webinar.

LEAs will receive timely and relevant information that supports effective management of IDEA funds and programs. The agenda will include an update on key initiatives and events underway for spring and summer. The meetings are also designed to provide LEAs with an opportunity to inform the Division's work. To register for this meeting please select the following link: <https://www2.gotomeeting.com/register/934870650>

Special Session! Special Education Data System (SEDS) May Webinar: Overview of OSSE's SEDS User Support Plan – School Year 2013 – 2014

The next SEDS Monthly Support Series Webinar is on Thursday, May 23, 2013 at 10am. During this special session, DSE will review its targeted technical assistance plan for SY 2013-2014. This differentiated approach, piloted in the 2012-2013 SY is designed to provide LEAs with more autonomy and flexibility as they become fluent in the SEDS system. Please ensure that your LEA's Lead SEDS Trainer attends this session to learn important information about next year's SEDS User Support Plan.

[Click here to register.](#) For questions regarding this webinar, please contact Rohini Thukral (Rohini.Thukral@dc.gov).

Extended Session! SEDS Monthly Support Series Webinar

The extended session will immediately follow the general session. During this session LEA representatives will receive additional information to support ongoing SEDS data quality improvement efforts. This training supplements the recent mandatory SEDS Data Quality webinars. Topics to be covered include appropriately categorizing and documenting reasons for delays and proactively using available data management reports to improve performance and outcomes for students. This focus is designed to further support LEAs as they continue to improve data quality and begin the Root Cause Analysis (RCA) work launched by OSSE this month in partnership with Cross and Joftus.



Division of Specialized Education (Continued)

DSE's May Professional Development Opportunities

***Reminder!* Professional Development Session: Section 504 of the Rehabilitation Act of 1973**

Please join us to learn about your LEA's Section 504 obligations and best practices from Dr. Perry Zirkel. Dr. Zirkel, a nationally recognized expert on special education law, IDEA, and 504, is a professor of education and law at Lehigh University who writes regular columns in publications such as the Phi Delta Kappan and Principal magazines. Dr. Zirkel has authored numerous publications in the area of special education, and his most recent book is Student Teaching and the Law.

In these sessions, Dr. Zirkel will address the intersection between the Individuals with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act of 1973, with a particular emphasis on implications for effective behavior planning.

Please note: The content of the sessions is equivalent. However, the morning session, which will take place from 8:30 am to 11:30 pm, is designated for elementary school educators, and the afternoon session, from 12:30 pm to 3:30 pm, is designated for secondary school educators.

Section 504 of the Rehabilitation Act of 1973 – Dr. Perry Zirkel

- Presenter(s):** OSSE Division of Specialized Education
Target Audience: Elementary and Secondary School Educators
Date(s): May 31, 2013
Time: Session 1: 8:30 am to 11:30 am
Session 2: 12:30 pm – 3:30pm
Location: Hilton Garden Inn Washington
1225 First Street, NE
Washington, DC 20002
Register: Please register accordingly.

To register for the elementary school educator session, please select the following link: <http://www.cvent.com/d/0cq5cz/4W>

To register for the secondary school educator session, please select the following link: <http://www.cvent.com/d/ncq5cz/4W>



Division of Specialized Education (Continued)

OSSE Special Education Tiered Technical Assistance Plan: May Tier I Professional Development Sessions

As a result of OSSE's first annual special education data audit, OSSE continues to support LEAs in improving special education program performance via the delivery of foundational (Tier I) technical assistance sessions. These sessions are required for all LEAs with the exception certain of who were exempted from this requirement due to their performance on the audit. These LEAs were given flexibility regarding their attendance.

Congratulations to **Bridges PCS, Latin American Montessori Bilingual PCS, Septima Clark PCS, and Two Rivers PCS**, who achieved this impressive milestone!

***Reminder!* Archived SEDS Data Quality Webinar and Post-Assessment**

We are pleased to announce that the DSE Tier I Data Quality webinar and required assessment is now available for viewing on the SEDS Resource Site: [SEDS Resource Site](#).

Participants who wish to fulfill their LEA's Tier I requirement must complete the post assessment with a score of 80% or higher by May 15, 2013; participants meeting this requirement will also earn one (1) Professional Learning Unit (PLU). Participants will be notified of their score upon completion of the assessment. PLU certificates will be sent to eligible participants by May 31, 2013. For questions regarding this webinar, please email OSSE.TTA@dc.gov. *Please Note: A separate email containing the survey links will be sent to participants who attended the live webinars.*

***Reminder- Final Session!* Special Education Quality Review (SEQR) Training**

We are pleased to announce that a final SEQR training has been scheduled for May 14th at 9am. Calendar updates and registration information for all Special Education Data Audit Tier I trainings can be found on the SEDS Resource Site <https://sites.google.com/a/dc.gov/seds-help-resources/home/tier-i-t-ta-calendar>.

Special Education Quality Review (SEQR) – Tiered Technical Assistance

Presenter(s): OSSE Division of Specialized Education

Target Audience: LEA Leadership Team

Date(s): May 14, 2013

Time: 9:00 am to 12:00 pm

Location: Office of the State Superintendent of Education
810 First Street, NE - 3rd Floor Computer Lab
Washington, DC 20002

Register: To register for the SEQR – tiered technical assistance session, please select the following link
<http://www.cvent.com/d/2cq5l4/4W>



Division of Specialized Education (Continued)

Reminder! DSE Practitioner Focus Group: Positive Behavior Support (PBS) Toolkit

DSE is developing a Positive Behavior Support (PBS) Toolkit and is looking for feedback from educators throughout the District. We will be hosting a focus group on **May 29, 2013 from 4:00 – 6:00 pm**. Participants will be provided with a draft of the toolkit and will be assigned a section to review prior to the meeting. Participants will have an opportunity to earn 1 Professional Learning Unit (PLU) for their participation in this session. If interested, please contact Melanie Grant at melanie.grant@dc.gov or 202-741-5944.

New! Blackman/Jones Database User Training: Review of LEA Responsibilities

OSSE is pleased to provide two trainings on HOD/SA implementation and the *Blackman/Jones Database* on May 30, 2013 and June 4, 2013 via webinar. OSSE is responsible for monitoring compliance with *Jones v. District of Columbia*, which is a Consent Decree that requires the District to ensure implementation of Hearing Officer Determinations (HODs)/Settlement Agreements (SAs) in a timely manner. All LEAs are responsible for maintaining a case manager to implement HODs/SAs through the *Blackman/Jones Database*. The session will review the following basic requirements for case management staff:

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| 5/30/13 Training: | All LEAs are invited to attend the May 30, 2013 session. OSSE will review LEA responsibilities and how OSSE will partner with your LEA to ensure students receive HOD/SA required services. |
| 6/4/13 Training: | LEAs with overdue HODs/SAs are invited to attend the June 4, 2013 training. In this session OSSE will review LEA responsibilities when HOD/SA implementation is overdue, the impact of overdue cases on District wide achievement metrics, and action planning for positive student outcomes. |

Registration is not required to attend the trainings. A training invitation email will be sent to each LEA's special education representative with additional participation information. Please contact the OSSE *Blackman/Jones* Implementation Team with any questions, at 202-724-7860.

Reminder! Extended School Year Certification – Recorded Webinar Resource for LEAs

The Division of Specialized Education (DSE) recently hosted two Extended School Year (ESY) Certification webinars on February 13, 2013 and February 27, 2013. These webinars were designed to assist local education agencies (LEAs) in successfully completing the annual ESY certification requirements. Specifically, the webinars contain key information regarding federal and state ESY requirements, ESY eligibility framework and IEP documentation requirements, annual certification process requirements, and the Division of Student Transportation's (DOT) new Transportation Online Tool for ESY (TOTE).

In order to support LEAs as they implement the requirements, DSE recorded the webinar and is making it available for viewing. The webinar is approximately 90 minutes in length and can be viewed at any time. To register for and view the recorded webinar, please click here: <https://www2.gotomeeting.com/register/123774794>



Division of Specialized Education (Continued)

Reminder! Extended School Year (ESY) Certification – Additional Guidance

The Division of Specialized Education (DSE) has issued additional ESY certification guidance to assist local education agencies (LEAs) with amending Individualized Education Programs (IEPs) or providing Parent Notice, as appropriate, when making determinations about ESY-related transportation services. Please visit the SEDS Resource Site (link: <https://sites.google.com/a/dc.gov/seds-help-resources/home>) to access the following documents: ESY Webinar Powerpoint, ESY Webinar FAQ, ESY Amendment Guidance, ESY Amendment Considerations Guidance, ESY Amendment Guidance Flowchart, and Parent Notice Form.

Division of Wellness & Nutrition

Workshop: Utilizing Reliable Health Information in the Classroom, May 14, 2013

OSSE will be hosting a free three-hour workshop called *Utilizing Reliable Health Information in the Classroom* on **May 14th, from 3:00-6:00pm** for school personnel and community-based health educators. This workshop will prepare educators to assist students in identifying valid and reliable health information, products, and services on the web. Resources tailored to youth will be provided.

The workshop will be held at the OSSE offices, 810 First Street NE, Washington, DC 20002, 3rd Floor- Room 3002. **Registration is required and space is limited.** To register go to <http://adobe.ly/156EC0t>.

Civil Rights Training for School and School Food Service Administrators/Front Line Food Service Staff

Civil Rights Training is **required** annually for all School Food Authorities. This training will be offered via webinar and pre-registration for the webinar is required. Please select the training that applies to you and click on the name of the webinar to begin the registration process. If you plan to view the webinar as a group please have each person register so that we have a list of all attendees of the webinar. If you have any questions or problems accessing the webinar training please feel free to contact Nancy Katz, Project Manager, at 202-714-2096 or nancy.katz@dc.gov.

Civil Rights Training for School and School Food Service Administrators

Monday, May 13, 2013

2:00-3:00pm

Civil Rights Training for Front Line Food Service Staff

Tuesday, May 14, 2013

2:00-3:00pm

Parent Workshop: Implementation of Local Wellness Policies, May 23, 2013

OSSE will host a parent-focused workshop that will offer guidance about parent engagement to assist their child's school in meeting their wellness goals. This workshop will also educate parents about the DC Healthy Schools Act-Local Wellness Policy requirements and share current best practices. Specific resources will be used to support parents in establishing and/or participating in an active School Wellness Committee. The training will be held from 1:00-3:00pm on May 23rd, 2013 at the OSSE offices (810 1st Street, NE) in the 3rd floor Grand Hall. For more information, contact Nichelle Johnson at nichellel.johnson@dc.gov or 202-481-3753.



Division of Wellness & Nutrition (Continued)

Farm to School 101 Training, May 23, 2013

OSSE, in partnership with the DC Farm to School Network, will be conducting a Farm to School 101 training for teachers and school administrators. The training will focus on teaching students about the food system and locally grown foods and also how administrators can take small steps to start or expand a farm to school program. The training will be held from 4:00-6:00pm on May 23, 2013 at the OSSE offices (810 1st Street, NE) in the 3rd floor Grand Hall. To register, please visit <http://dcgreens.org/trainings/>. For more information, contact Erica Steinhart, our Farm to School Coordinator, at erica.steinhart@dc.gov or 202-442-8940.

Fresh Fruit and Vegetable Program Applications Due May 24, 2013

OSSE is accepting applications for the FFVP for School Year 2013-2014. This is a competitive grant program that must be applied for annually. Only elementary schools can participate and each school must submit a separate application. Grant amounts are determined by using an enrollment based calculation. This grant will be awarded for the SY 2013-2014 and will be distributed in two allocations: July 1, 2013 through September 2013 and October 1, 2013 through June 30, 2014. The application should be completed electronically and can be found at <http://osse.dc.gov/service/fresh-fruit-and-vegetable-program>. Applications received after the deadline or incomplete applications will not be considered for funding. Please email completed applications to wellness.nutrition@dc.gov. Questions about the FFVP or the application process can be directed to Diedre Bell, Program Specialist, at diedre.bell@dc.gov or 202-724-7861.

Farm to School: Strawberries & Salad Greens Day, May 29, 2013

For the last four years, schools across the District have participated in Strawberries & Salad Greens Day as a way to showcase locally grown produce. This event educates students about both the health and environmental benefits of eating locally grown fruits and vegetables. All Public and Public Charter Schools have the opportunity to participate in the event by serving local strawberries and local salad greens during the lunch meal service on May 29, 2013. Schools can also sign up to host an educational activity/table for students to visit around the cafeteria to learn about where their food comes from. To RSVP your school to participate in Strawberries & Salad Greens Day, click [here](#). For more information, contact OSSE's Farm to School Specialist, Erica Steinhart, RD, at erica.steinhart@dc.gov or (202) 442-8940.

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Division of Elementary & Secondary Education

***New!* Race to the Top: PD Platform Unveiling to Public Charter Schools**

Innovation & Improvement is excited to host a training opportunity for District of Columbia Public Charter Schools on the PD Platform. The PD Platform is an online professional development growth tool which offers teachers access to professional development resources through the DCPS' "Teaching & Learning Framework" on their Educator Portal site which is divided into three components: Plan, Teach, and Increase Effectiveness. Examples of the resources available in the "Plan" section are: Unit Plans & Assessments in ELA, Math & Science; Lesson Planning Templates & Resources; Tools for Behavior Management; and Tips on Organizing Classroom Space & Materials.

To learn more about this tool, LEAs can attend one of three trainings:

- **Tuesday, May 21st** from 9:30am – 10:30am
- **Tuesday, May 21st** from 3:30pm – 4:30pm
- **Thursday, May 23rd** from 12:00pm – 1:00pm

We encourage LEA leadership and instructional coaches / specialists to attend, learn about the tool, and the best way their schools can utilize it. Those interested in attending, please register by May 17th at:

https://www.surveymonkey.com/s/PD_Patform

Due to limited seating, we are requesting that no more than two representatives participate from each LEA.

If you have any questions or concerns, please feel free to contact Renu Oliver at renu.oliver@dc.gov or 202-741-5251.

Communicating with Teachers about Evaluation: Strategies to Build Awareness, Understanding, Support, and Action

Monday, May 13, 3:00–4:30pm

Webinar

Are your teachers aware of the new local evaluation system? If so, do they fully understand and support it? Effective communications and engagement around the purpose, components, and benefits of local teacher evaluation systems can help to build support among teachers. Join us for a webinar on May 13 to gain useful insights and tools for communicating with teachers about evaluation. This includes strategies to build awareness, understanding, support, and action for professional growth. The presentation will be hosted by OSSE and led by Battelle for Kids, a national not-for-profit organization with expertise in communications and implementing effective teaching reforms. Registration information for the webinar will be provided in next week's newsletter.

If you have any questions, contact Robin Chait, Director of Teaching and Learning, at robin.chait@dc.gov.



Office of the State Superintendent of Education

Division of Elementary & Secondary Education (Continued)

Understanding the DC Value Added Model

Thursday, May 30, 9:30-11:00am

1100 First Street, NE, 12th Floor

Please join staff from OSSE and Mathematica Policy Research for training on DC's value-added model. The value-added model is a statistical method that controls for factors beyond educators' control in order to estimate a teacher's impact on student achievement. Race to the Top LEAs use value-added results within their evaluation systems as one measure of teachers' success in supporting student academic achievement throughout the school year. The training will provide an overview of the DC value-added model and will highlight adjustments that have been made to the model over the past couple of years. It is intended for LEA administrators who will need to communicate about the model results to teachers and other school staff this summer. Please RSVP at the following link if you plan to attend: <https://www.surveymonkey.com/s/7838XXB>.

The training will be held at Mathematica's Offices at 1100 1st Street, NE, 12th Floor, Washington, DC 20002.

Division of Post-Secondary & Career Education

General Education Diploma Announcement

OSSE is letting adult learners in the District of Columbia know — ***Your future is calling. With the GED test, you can answer the call!*** The current GED® test is expiring at the end of 2013 and learners' partial passing scores will expire too if the test is not successfully completed by then. For learners who don't feel prepared, OSSE and local programs can help. The OSSE Adult and Family Education Office and the DC Office of Cable Television (OCT) have partnered to produce a public service announcement encouraging District residents to finish the GED before the current test series expires on December 31, 2013. The PSA is running on DC cable television. View the GED message at <http://youtu.be/83olkMqsZHc>. Learn more about the GED campaign at <http://www.gedtestingservice.com/finishtheged/>.

Office of Grants Management and Compliance

***Reminder!* Enrollment Audit Report, SY 2012-2013**

The annual enrollment verification process for the 2012-2013 School Year is complete. The final enrollment audit report was sent by F.S. Taylor and Associates, an independent contractor that conducts the enrollment audit, and is available on the OSSE website at <http://osse.dc.gov/publication/2012-fall-enrollment-audit-report-district-columbia-public-schools-and-district-public>.



Office of Data Management

***New!* Staff Data Collection – June, July and August**

The annual collection of staff data for federal reporting will take place during the months of June, July and August. The process has been modified slightly from prior years to include additional required elements, and will involve Pre-K through 12th grade LEAs and Early Childhood Providers who are funded via the UPSFF. The first stage of the data collection will begin on June 1st and end on July 15th and will focus on staff rosters, credentials, etc. The second stage of the data collection will run from August 1st through August 31st and focus on evaluation and retention. Specific guidance and templates will be sent out shortly to LEA Data Managers and HR Managers.

Discipline Data Collection – Update & Process Amendment

In an effort to reduce the burden on LEAs, OSSE is partnering with the PCSB for the discipline and truancy data collection required for federal reporting and SLED's early warning system. Previous communications indicated that OSSE would collect these data directly from LEAs, *however LEAs will now only be requested to review and certify data, and they will not be required to submit data.* OSSE will release additional guidance about the data review and certification in the coming weeks.

Data Manager Contact Information Update

With multiple collections occurring between the months of April and June, OSSE wants to ensure that we have the most current contact information for LEA data managers and data collection points of contact. If you would like to update, modify, or add Data Manager/Data Collection POC information, or if you would like to verify the information OSSE currently has on file, please send your information by email to osse.odm@dc.gov.

PARCC Technology Inventory Data Collection

OSSE opened the PARCC Technology Inventory data collection on May 1, and this collection will close on May 30. This collection will be conducted via QuickBase, and data managers per the OSSE contact list received invitations to the QuickBase tool on May 1st.

DC CAS Roster Verification – ELL/LEP Monitored Students

Students who are in "ELL Monitoring" status (students who have earned a 5 on the ACCESS for ELLs test for the first time within the past 2 years) **are considered LEP for the purposes of accountability.** Because many LEAs do not code these students as receiving ELL services in their student information systems, OSSE has developed a process to identify these students in conjunction with the DC CAS Roster Verification process for the purposes of accountability.

OSSE will identify students who likely have an ELL monitored status and will create a roster for LEAs to review. LEAs may then update, amend, and confirm these ELL-Monitored rosters during the DC CAS demographic appeal window in May/June.



Office of Data Management (Continued)

Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

OSSE is beginning the Adjusted Cohort Graduation Rate (ACGR) verification process. On Friday, March 15, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes. The timeline includes important deadlines. LEAs have until May 20 to verify students and provide documentation.

Responsibility	Process	Timeline
Phase I: Project Timeline	<ul style="list-style-type: none"> Submit project timeline to LEA(s) Contact LEA(s) 	March 15, 2013
Phase II: Username & Password Dissemination	<ul style="list-style-type: none"> LEAs receive username & passwords DCPS receives data file format 	March 27, 2013
Phase II: Verification Tool	<ul style="list-style-type: none"> LEA cohort verification begins LEA(s) submit documentation 	April 1, 2013 – May 20, 2013
Phase III: Cohort Assignment and Verification	<ul style="list-style-type: none"> Students are verified and assigned to their appropriate cohorts OSSE reviews documentation submitted by LEA(s) Preliminary ACGR conducted 	May 30, 2013 – July, 2013
Phase IV: Graduates Data submission	<ul style="list-style-type: none"> PCSB and DCPS submits official certified graduates 	June 8, 2013 – June 15, 2013
Phase VI: Graduates Data Submission II (Summer Graduates)	<ul style="list-style-type: none"> PCSB and DCPS submit official certified graduates (summer graduates) 	Aug 1, 2013- Aug 8, 2013
Phase VII: Data Analysis	<ul style="list-style-type: none"> OSSE conducts data analysis 	Aug 8, 2013-Sept 1, 2013

If you have questions about any of the Office of Data Management notices, please contact Jessica Mellen Enos at (202) 535-2651, or by email at jessica.enos@dc.gov.